

ADMINISTRATIVE
INTERNAL USE ONLY

20 February 1975

MEMORANDUM FOR: All Recruiters

SUBJECT : Freedom of Information Act

1. Wednesday, 19 February 1975, began the implementation of the Freedom of Information Act. The basic federal rule is that the inquiry must be in writing and be addressed (for CIA) to:

FOI Coordinator
CIA
Washington, D.C. 20505

2. If they wish to call, the number is 703-351-5615. If they pass their written inquiry to you simply put it in an envelope and mail to address cited. The 10 day response rule doesn't start until the Coordinator receives the letter.



STAT

Chief, Recruitment Division

ADMINISTRATIVE
INTERNAL USE ONLY